e-Publishing

Licensing and Posting Procedures

for

IMTs designed using Designer 6.5

Air Force Departmental Publishing Office

May 2, 2006

Licensing and Posting Procedures for IMTs designed using Designer 6.5

Using these procedures will assist AFDPO in posting your IMTs/Forms faster. It will be up to the Pubs/Forms Manager to make sure all IMTs/Forms have all the necessary information before sending to Access and Dissemination (AFDPO).

New licensing procedures (MAJCOM)
- Licenses are distributed to the Publishing Managers designated at each MAJCOM
- Publishing Managers will act as the check point for all IMTs
- Publishing Managers will take on all of the tasks originally done by the CSD
- Publishing Managers are authorized to submit IMTs for posting to the e-Publishing website
- Publishing Manager is in charge of maintaining the locked and unlocked copies of the IMTs

Submitting IMTs for posting (Requirements)

- *Include the following your email when submitting an IMT*
    - o Address email to Customer Service
        - ▪ e-publishing@pentagon.af.mil

    - o Include the **IMTs/forms name** and the word **Post** in the subject line
        - ▪ The name should mirror the bottom of the IMT

    - o Include useful information about the IMT in the body of the e-mail
        - ▪ IMT is stocked and issued
        - ▪ X Distribution
        - ▪ FOUO/Safeguard
        - ▪ Superceding another IMT
        - ▪ MAJCOM classification

- *Include Metadata*
    - o Metadata Tool (preferred method)
    - o Spreadsheet (Horizontal)

- *Saving Unlocked IMT (.xfu)*
    - o Save format as Uncompressed
        - ▪ Go to File→Form Setup
        - ▪ Under Save Format, select **Uncompressed**

- *Filename (what the IMT is titled)*
    - o No spaces -- Examples

- **WRONG**: lackland afb 1.xfdl (locked); lackland afb 1.xfu (unlocked)
- **RIGHT**: lackland_afb_1.xfdl (locked); lackland_afb_1.xfu (unlocked)

o Don't include long title –Example
  - LAFB 80 Chapel Offering Record.xfdl → **lacklandafb80.xfdl** (unlocked); **lacklandafb80.xfu** (unlocked)

o No Extra 0's -- Examples
  - Lafb00045 → **lacklandafb45.xfdl** (locked); **lacklandafd45**.xfu (unlocked)
  - Arw0003 → **141arw3.xfdl** (locked); **141arw3.xfu** (unlocked)

o No abbreviations -- Example
  - UC0333A0 → **USAFE333a.xfdl** (locked); **USAFE333a.xfu** (unlocked)

o Base names must be spelled out -- Examples
  - LAFB → **lacklandafb1.xfdl** (locked); **lacklandafb1.xfu** (unlocked)
  - LAFB → **laughlinafb1.xfdl** (locked); **laughlinafb1.xfu** (unlocked)
  - WPAFB → **wrightpatterson1.xfdl** (locked); **wrightpatterson1.xfu** (unlocked): *NOTE:* (afb is not included for Wright Patterson)

- *Submit both the Locked and Unlocked IMT*
  o **Locked IMT format** -- Example USAFA 242
    - **usafa242.xfdl**

  o **Unlocked IMT format** -- Example USAFA242
    - **usafa242-unlocked.xfu**

Last Modified on 5/2/2006